



**STANDARDS OF APPRENTICESHIP
adopted by**

GRANT COUNTY PUD NO. 2 APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
ELECTRONICS TECHNICIAN	17-3023.01	6000 HOURS
HYDRO ELECTRICIAN	49-2095.00	6000 HOURS
HYDRO MECHANIC	49-9041.00	6000 HOURS
LINEMAN	49-9051.00	6000 HOURS
METER TECHNICIAN	49-9012.01	8000 HOURS
POWER PLANT OPERATOR	51-8013.01	6000 HOURS
POWER SYSTEM ELECTRICIAN	49-2095.00	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

SEPTEMBER 26, 1959
Initial Approval

JULY 16, 2015
Committee Amended

JANUARY 16, 2004
Standards Amended (review)

JANUARY 16, 2014
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

The following Standards of apprenticeship have been prepared by representatives of Public Utility District No. 2 of Grant County, Ephrata, Washington (hereinafter referred to as the "District"), and representatives of I.B.E.W., Local 77, Unit 77-120, of Ephrata, Washington (hereinafter referred to as the "Union"), and assisted by the Department of Labor and Industries, Apprenticeship Division.

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I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be the operations of Public Utility District No. 2 of Grant County in the State of Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: **18 years minimum.**

Education: **High School graduate or the equivalent.**

Physical: **Able to perform the work of the trade.**

Testing: **None**

Other: **None**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship

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and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

Exempt per WAC 296-05-405(1)(b), per Board of Commissioner Rules.

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(b), per Board of Commissioner Rules.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

The term of apprenticeship for Power Plant Operator, Electronic Technician, Hydro Electrician, Hydro Mechanic, and Lineman apprenticeship positions shall be 6000 hours of reasonably continuous employment and experience in the principal operations of the trade, and at least 144 hours per year in courses of study in subjects related to the trade.

The term of apprenticeship for Power System Electrician and Meter Technician apprenticeship positions shall be 8000 hours of reasonably continuous employment and experience in the principal operations of the trade, and at least 144 hours per years in courses of study in subjects related to the trade.

If an apprenticeship has not been completed in the established term, the Committee may extend the term subject to approval of the District, the Union, the apprentice, and the Washington State Apprenticeship and Training Council. If an apprentice has demonstrated unusual proficiency, the Committee may recommend the issuance of a certificate before the end of the full term of apprenticeship; provided, however, that in any event the apprentice in all categories must have had not less than 2000 hours of reasonably continuous employment and experience in the trade before a certificate is issued.

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V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a tryout or probationary period not exceeding the first 1000 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

- A. There shall not be more that one (1) apprentice to every crew of from two (2) to six (6) journey-level workers; provided, however, upon recommendation of the Apprenticeship Committee, the ratio of apprentices will be altered for specific training purposes.**
- B. In other classifications within the work force, there shall be not more than one (1) apprentice to one (1) journey-level worker in the classification of work involved; provided that there may be one (1) apprentice for each classification of work involved.**

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VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. The current wage progression for Power Plant Operators, Hydro Mechanics, Electronic Technicians, Hydro Electricians, and Lineman under this agreement is:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 1000 hours	74.07%
2	1001 – 2000 hours	76.95%
3	2001 – 3000 hours	79.87%
4	3001 – 4000 hours	82.79%
5	4001 – 5000 hours	85.63%
6	5001 – 6000 hours	88.48%

B. The current wage progression for Power System Electricians and Meter Technicians under this agreement is:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 1000 hours	74.07%
2	1001 – 2000 hours	76.95%
3	2001 – 3000 hours	79.87%
4	3001 – 4000 hours	82.79%
5	4001 – 5000 hours	85.63%
6	5001 – 6000 hours	88.48%
7	6001 – 8000 hours	91.30%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

<u>A. Electronic Technician:</u>	<u>APPROXIMATE HOURS</u>
1. FCC regulations	50
2. Safety meetings inspection and care of safety equipment	100
3. Laying out construction work from blueprints.....	150
4. Installation of station radios	200
5. Installation of mobile radios	500
6. Locating radio and TV interference.....	1000
7. Work on telephone and related electronic circuits	600
8. Work on metering and related electronic circuits	600
9. Testing, altering, and repairing electronic equipment	2500
10. Maintenance and repair of electronic test instruments.....	300
TOTAL HOURS:	6000

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<u>B. Hydro Electrician:</u>	<u>APPROXIMATE HOURS</u>
1. National, states and district codes	80
a. Knowledge of:	
b. Application of:	
2. Safety	280
a. Attend safety meetings	
b. Safe clearance procedures	
c. Inspection and use of safety equipment	
(1) Understand and use "buddy" system	
(2) Use of hot stick, grounding cables, glow plug, rubber blankets	
d. First aid training	
e. Emergency procedures	
3. Hydro generator maintenance	1800
a. Stator inspection, repair	
b. Rotor inspection, repair	
c. DC & solid state exciter and associated equipment	
d. Surge cubicle	
e. CO2 system	
f. Permanent magnet generator (PMG) speed switches	
g. Field rheostat & Field breaker	
h. High pressure oil PUMP	
i. motorized valves, louvers & associated controls	
j. Farvel grease system	
k. Governor cabinet controls	
l. Governor oil pumps motors, starters, controls	
m. Voltage regulator	
n. Amplidyne	
o. Relays and check out procedures	
p. Neutral ground device	
q. Current transformers, potential transformers	
r. General maintenance - overhaul - repair work	
s. Bearing insulation system & oil head insulation system	
t. PEC and Quincy Chute equipment	
4. Generator breaker maintenance	280
(13.8 kV type SF6)	
a. Auxiliary circuits	
b. Breaker overhaul	
c. Routine maintenance	

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- 5. Main 230 KV power transformers240
 - a. Auxiliary devices - Buckholtz relay, level indicators, temperature indicators, etc.
 - b. Deluge system - controls, pony motors, etc.
 - c. Transformer overhaul
 - d. Oil sampling, gas sampling, oil dielectric test combustible gas analysis
 - e. Bushing maintenance/replacement
 - f. Transformer oil cooling system
 - g. Nitrogen blanket system

- 6. ISO - Phase bus - high voltage cable40

- 7. Transmission take off devices120
 - a. Towers - structures
 - b. Disconnect switches - grounding devices
 - c. HV - current and potential transformers, capacitors, lightning arresters.

- 8. Diesel generators and auxiliary controls80

- 9. 230 kV SF6 breakers280
 - a. Breaker auxiliaries
 - b. Breaker overhaul
 - c. SF6 gas trailer
 - d. Routine maintenance
 - e. CT and PT repair in switchyard

- 10. Heating ventilation and air conditioning (HVAC)280
 - a. Ventilation systems, fan motors, controls, belt drives
 - b. Air conditioners
 - c. Heat pumps

- 11. DC power distribution120
 - a. Station batteries - auxiliary battery banks
 - b. DC bus system - DC switches, DC breakers
 - c. Battery chargers
 - d. DC emergency lighting
 - e. UPS Power Supply

- 12. Lighting circuits240
 - a. Outdoor lighting circuits
 - b. Florescent lighting
 - c. Incandescent lighting
 - d. Hi pressure sodium lighting

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13. Crane maintenance and repair160

- a. Gantry cranes**
 - (1) Power feed system**
 - (2) Control Circuits**
 - (3) Electrical drive systems**
- b. Bridge cranes**
 - (1) Power feed system**
 - (2) Control circuits**
 - (3) Electrical drive system**

14. Elevators140

- a. Drive system components**
- b. Control circuits**

15. Fish facilities180

- a. Fish ladder maintenance**
- b. Fish rearing facility**
 - (1) Power distribution**
 - (2) Control circuits**
 - (3) Annunciation and alarm system**
 - (4) Motor controlled valves**
 - (5) Well pumps and control system**

16. Station service system - and distribution240

- a. Station service transformers - breakers**
- b. Distribution transformers**
- c. Metal clad switchgear**
- d. Molded case switchgear**

17. Spillway gates80

- a. Control circuits**
- b. Drive system**
- c. Position indication loop**

18. Motor repair - maintenance240

- a. Pump/motor**
- b. Motor starters**
- c. Auxiliary AC motors**
 - (1) Synchronous**
 - (2) Induction**
- d. Auxiliary DC motors**
- e. Motor connections**

19. Control Room140

- a. Annunciation**

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- b. Switches & control circuits
- 20. Wiring methods120
 - a. Cable trays
 - b. Conduit
 - (1) Threading
 - (2) Bending
 - (3) Wire pulling
 - c. Splices
 - d. Switch board wiring
- 21. Brazing and soldering methods60
 - a. Electrical resistance brazing
 - b. Gas brazing
 - c. Soft solder methods
 - d. Silver solder methods
- 22. Shop equipment160
 - a. Electrical small tool repair & maintenance
 - b. Repair & maintenance of major tools (welders, etc.)
 - c. Drop cords, welding leads, load centers
 - d. Miscellaneous shop work
 - e. Proper use of hand and power tools
- 23. Test equipment use and care160
 - a. V.O.M. meters
 - b. Meggers
 - c. DC hi pot
 - d. Breaker hi current test set (multi amp)
 - e. Breaker electronic trip test set (Westinghouse)
 - f. Breaker travel curve test set
 - g. Doble power factor test set
 - h. Ductor
 - i. Corona probe
 - j. Hygrometer
 - k. Halogen leak detector
 - l. Ampmeter (in-line, clamp on)
 - m. Voltmeter

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- 24. General.....480
 - a. Read and interpret blueprints
 - b. Read and interpret schematic diagrams
 - c. Familiarity with print filing system
 - d. Maintenance records system
 - e. Trouble report system
 - f. Warehouse supply and requisition system
 - g. Miscellaneous
 - h. Forklift operation
 - i. Boom truck operation
 - j. Bucket truck/manlift operation

TOTAL HOURS: 6000

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<u>C. Hydro Mechanic:</u>	<u>APPROXIMATE HOURS</u>
<u>1. Machine Shop Practices</u>	
a. Lathes, grinders, drill press and milling machines.....	250
b. Hand operated tools.....	120
c. Correct use and care of measuring instruments	60
<u>2. Safety Meetings</u>	
a. Attendance at Safety meetings.....	36
b. Care and use of safety equipment	64
c. Acquisition of first aid training and refresher training	30
<u>3. Blueprint Reading and Layout Work</u>	
a. Construction from blueprints	200
b. Use of tools normally used in layout work	100
c. Fabrication and modification of machinery and equipment	300
<u>4. Rigging</u>	
a. Proper use and placement of hoisting equipment.....	500
b. Proper care of rigging equipment and safe rigging practices.....	250
<u>5. Operation and Maintenance of Heavy Equipment</u>	
a. Mobile cranes	450
b. Overhead cranes	50
c. Gantry cranes	50
d. Caterpillar tractor and air compressors	80
<u>6. Maintenance and Repair of Rotating Equipment</u>	
a. Turbines and generators	1500
b. Pumps and gear boxes	200
c. Maintenance and service of governor and oil pressure system.	560
<u>7. Maintenance and Repair of Non-Rotating Equipment</u>	
a. Permanent Structures	280
b. Temporary Structures	80
c. Maintenance of or service on other areas such as earthfill, reservoir, boatdock area, etc.....	80
d. Floating bulldhead	40

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8. Welding and Shop Construction

a. Welding - stick rod	100
b. Welding and cutting, oxygen and acetylene, air arcing	80
c. Runner blade repair	290
d. Carpentry.....	100
d. Shop practice and test patterns, etc.	150

TOTAL HOURS: 6000

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<u>D. Lineman:</u>	<u>APPROXIMATE HOURS</u>
1. Electrical Construction Code	50
a. Knowledge of	
b. Application of	
2. Safety	100
a. Attend regular meeting	
b. Obtain and keep valid First Aid Card	
c. Inspection, care, and use of equipment	
3. Construction	150
a. Layout work from blueprints	
b. Non-energized CCTS	
(1) Framing on ground	1000
(2) Framing in air	400
(3) Handling and placing conductors, Insulators, switches, etc.	1400
c. Energized CCTS (fourth year) Hot stick work	200
4. Transformers, Regulators, Reclosers	700
a. Handling and installing	
b. Connections	
5. Tree trimming and removal for line clearances	50
6. Street Light CCTS	200
a. Installing and maintaining	
b. Circuitry and operation	
7. Underground	
a. Cable and equipment installation.....	730
b. Operation and maintenance (fourth year)	200
8. Vehicles and Equipment Operation and Care	300
a. Line trucks	
b. Digger - Trencher	
c. Hydraulic equipment-booms, ladders, and elbows	
9. On-the-job training under supervision of meterman	80
a. Why's, Where's, and How's of metering	
b. Customer problems	
c. Recording instruments	
d. U.G. fault finding (primary)	

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10. On-the-job training under supervision of a Power System Electrician	80
a. Transformer repair and maintenance	
b. Regulator, recloser, repair, maintenance and settings	
c. Station check and indoctrination	
11. On-the-job training under supervision of a line serviceman	320
a. SVS order procedure	
b. SVS connects and disconnects	
c. SVS drops	
d. Locating cable/fault finding (secondary)	
12. On-the-job training under supervision of distribution dispatcher	40
TOTAL HOURS:	6000

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<u>E. Meter Technician:</u>	<u>APPROXIMATE HOURS</u>
1. National, state, and district codes	50
2. Safety meetings, inspection and care of safety equipment	100
3. Laying out construction work from blueprints	150
4. Testing and repairing meters	3000
5. Installation of meters, including residential, commercial, irrigation, and sub-station	800
6. Instrument work, including indicating instruments, instrument transformer testing, trouble shooting, and electric rates	900
7. Testing and repairing line voltage regulators	1000
8. On-the-job training under supervision of a lineman	500
9. On-the-job training under supervision of an electrical mechanic	1500
TOTAL HOURS:	8000

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<u>F. Power Plant Operator:</u>	<u>APPROXIMATE HOURS</u>
1. Maintaining records, reports, and logs on clearance procedures.	744
2. Safety meetings	40
3. a. General inspection of assigned areas	
b. Fire Protection equipment and systems	1859
4. Care of assigned areas	744
5. Operations of turbines, generators, unit auxiliary equipment, miscellaneous powerplant equipment. (This is operation; either normal routine or in conjunction with maintenance and repair work).	1891
6. a. Inspection of reservoirs, waterways, and related hydraulic systems.	
b. Operation of spillway gates and fish passing facilities.	186
7. Routine work and yard switching in the transmission sub-station	186
8. Supervised switchboard training in the control room	310
9. Orientation to dispatching	40
TOTAL HOURS:	6000

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<u>G. Power System Electrician</u>	<u>APPROXIMATE HOURS</u>
1. National, state, and district codes	50
2. Safety meetings, inspection and care of safety equipment	100
3. Laying out construction work from blueprints.....	150
4. Wiring and testing of batteries, battery chargers, control, meter and relay circuits and equipment	1100
5. Installation, adjustment, repair and maintenance of power switching equipment	1500
6. Installation and maintenance of transformers and voltage regulators and accessory equipment	1300
7. Installation and maintenance of rotating equipment, including motors and generators	600
8. Shop repair of electrical equipment, including rigging and handing.....	500
9. Power wiring and bus-bar installation.....	300
10. Welding: gas, electric, heliarc	400
11. On-the-job training under supervision of meterman	1000
12. On-the-job training under supervision of a lineman	1000
TOTAL HOURS:	8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Community college courses, Camp Rilea, when available.**

144 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

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- (X) twelve-month period from date of registration.*
- () defined twelve-month school year: (insert month) through (insert month).
- () two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

- A. The Apprenticeship Committee recommends that courses for apprentices be limited to those who are actually apprentices in accordance with these Standards or who have the qualifications of a journey-level worker in the classifications covered by these Standards.**
- B. The course outlines approved by the Apprenticeship Committee shall be used in related classroom instruction.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

- 1. Apprentices shall work subject to the same working rules and conditions as a journey-level worker and shall work under the supervision of a journey-level**

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worker. For the purpose of these rules, foremen shall be considered as journey-level worker.

2. The District will designate a Training Coordinator who will work with the Apprenticeship Committee in developing this apprenticeship program and will serve as a consultant at all meetings of the Apprenticeship Committee. He/she will administer the program.
3. The Apprenticeship Committee shall work toward the end, so that apprentices shall continue their training once they have started.
4. Each apprentice shall maintain a shop record in which he/she shall list daily, the number of hours worked on each work process. Where there is not free time after the crew comes in to make out this record on the District's time, it will be done on his/her own time without compensation. This record shall be verified by the supervisor or foreman and shall be submitted to the supervisor of training monthly. The supervisor or foreman responsible for the apprentice shall submit a written progress report covering each six months' work and submit it within 30 days of the end of that period. The training coordinator shall maintain a cumulative record of each apprentice showing his/her progress in acquiring knowledge of the various manipulative skills in the training, together with such other information as may be necessary to provide an adequate apprenticeship record. The Apprenticeship Committee may recommend the form of reports of apprentices to show progress in the trade and in related instruction.
5. Periodic Examinations:
 - a. An examination covering the field progress of apprentices will be given as determined by the Apprenticeship Committee, but not more frequently than once each six months. The time taken for such examination will be credited against related class work.
 - b. If the training coordinator finds that an apprentice shows a lack of interest or does not have the ability to become a competent craftsman, he/she should place all of the facts of the case before the Apprenticeship Committee. The Apprenticeship Committee shall investigate and report its decisions to the District and the Union.
 - c. The apprentice should be authorized to take the Union's journey-level examination upon approval of his/her certificate of completion of apprenticeship. It is recommended that his examination not be given before that date.
6. Apprenticeship Agreement:

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Prior to registration, the apprentice shall be advised of the conditions of apprenticeship; whereupon, the apprentice shall be required to sign an Agreement, which shall also be signed by the employer or the employer's agent, approved by the local Apprenticeship Committee and forwarded to the Washington State Apprenticeship and Training Council for registration.

7. First Aid Training:

All apprentices shall acquire during the first year of their apprenticeship and maintenance during their term of apprenticeship, a basic first-aid card that meets the requirements of the Washington State Department of Labor and Industries.

8. Previous Apprentice Experience:

Any apprentice may be allowed credit for the term of apprenticeship for their previous experience on the recommendation of the Apprenticeship Committee and approval of the District and the Union. Standards for determining credit for previous experience shall be established by the Apprenticeship Committee. Credit shall be based on the merits of each individual case.

A request for credit and evidence of applicable experience must be provided by the apprentice. The request will be checked by the personnel office for accuracy and evaluated by the Apprenticeship Committee. The request will include:

- a. A detailed resume governing past work experience describing the assignments done and the responsibilities involved in each assignment.
- b. A transcript of school grades (including high school, trade school, college, etc.)
- c. Letters of recommendation from the apprentice's fellow journey-level workers, foremen, and supervisor.
- d. Any other information the apprentice feels will assist the Apprenticeship Committee in making proper evaluation.

Credit for previous experience will only be considered during the first year of a person's apprenticeship program.

9. Apprenticeship Committee Meetings:

Substitutes: A substitutes may attend the Apprenticeship Committee meeting at the request of an absent member and shall retain all rights and privileges of the absent member. Normally a union member will substitute for a union member on the committee and a management person will substitute for a management member on the committee.

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B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary

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- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental

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instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of

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Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

The Public Utility District No. 2 of Grant County Apprenticeship Committee shall be composed of eight (8) members; four (4) members representing the District and four (4) members representing the Union, Local No. 77, selected by the groups they represent. The District's Training Coordinator shall act as coordinator to the Apprenticeship Committee.

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Quorum: **For the purpose of the business of the Apprenticeship Committee a quorum will consist of a minimum of 50% of the members of the committee.**

Program type administered by the committee: **Individual Joint**

The employer representatives shall be: **(Grant County Public Utility District)**

**Jacob Johnson, Chairman
PO Box 878
Ephrata, WA 98823**

**Chris Heimbigner
PO Box 878
Ephrata, WA 98823**

**Ben Pearson
PO Box 878
Ephrata, WA 98823**

**Dale Campbell
PO Box 878
Ephrata, WA 98823**

**Ryan Gutzwiler, Alternate
PO Box 878
Ephrata, WA 98823**

The employee representatives shall be: **(IBEW Local 77)**

**William "Bill" Anderson, Chair
PO Box 878
Ephrata, WA 98823**

**John Bowkett
PO Box 878
Ephrata, WA 98823**

**Scott Elliot
PO Box 878
Ephrata, WA 98823**

**Rob Jordan
PO Box 878
Ephrata, WA 98823**

**Mark Bise, Alternate
PO Box 878
Ephrata, WA 98823**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Darla Shannon, Training Director/Coordinator
PO Box 878
Ephrata, WA 98823**